

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Reporting Absence from Work	
Policy Number: PRP 21	Standards/Statutes: ARM 37.27.121
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To provide guidelines on reporting to the facility for an unanticipated absence from work.

POLICY: Unanticipated absence from work will only be accepted for emergencies or illness beyond the immediate control of the employee. Being absent from work without pre-approval from a direct supervisor or consistently calling off without pre-approval may be considered abuse of leave time and subject to disciplinary action.

PROCEDURE:

I. To report an unanticipated absence from work (call-off), employees are required to call the facility and inform either the receptionist or the nurse's station and their immediate supervisor of the reason for their absence.

A. Direct care staff, i.e. RN's, LPN's or Treatment Specialists are to report their absence at least four (4) hours prior to their shift, if at all possible, to facilitate trying to find replacement staff to fill in the shift.

B. During the course of the absence, staff is required to be in daily contact with their immediate supervisor and informing them of their continued need for time off as well as reporting their anticipated return to work.

II. When an employee determines they will be coming back to work (call-on) from an unanticipated absence from work they must inform their supervisor and/or the facility at least four (4) hours prior to coming back on shift so any replacement staff can be informed of not needing to come to work.

A. Staff receiving calls from employees calling off work or back on work, must document the call and report the call to the immediate supervisor and Personnel Staff as soon as possible. If the employee is direct care staff, the Charge Nurse will also need to be notified. A determination of

B. Immediately upon returning to work, the employee who called off will report to their immediate supervisor and fill out an appropriate leave form for the type and amount of leave taken.

Approved By: _____ 01/01/02
David J. Peshek, Administrator